

Lutherlyn Plan Related to Covid-19

This plan has been developed with guidance from the American Camp Association, the Centers for Disease Control, and the Pennsylvania Department of Health for the health and safety of Lutherlyn's guests and staff. Compliance with this plan is expected. Failure to do so may result in being asked to leave Lutherlyn's property. This plan is year-round (retreats, summer camp, rental groups). The summer camp specific plan is at the end of this document.

GUESTS/CAMPERS AT LUTHERLYN

Lutherlyn is committed to serving our campers and guests in the safest way possible.

- Lutherlyn is private property and is closed to the general public.
- All guests/campers must be registered.
- Hand washing facilities are available in cabins and meeting rooms. Wash hands frequently.
- Lutherlyn will limit the number of guests on camp at any given time and follow the state guidelines for indoor and outdoor capacity.
- If a registered camper/participant/guest has or had Covid-19 symptoms within the past 14 days, has tested positive for Covid-19 in the past 14 days, has been exposed to someone who has tested positive in the past 14 days, or has been exposed to someone awaiting test results; they must cancel their reservation and not come to Lutherlyn.
- If anyone develops symptoms of Covid-19 while onsite, it must be reported to staff immediately.

SOCIAL DISTANCING/MASKS

- **All guests/campers/participants must wear face masks when indoors (except when eating or in their own cabin). Face shields are not a substitute, it must be a mask. There are no medical exemptions for masks. If you are not able to wear a mask, please wait to join us until this requirement is lifted.**
- Face masks must be worn outdoors when it is not possible to maintain 6 feet of distance from others.
- Guests are expected to practice social distancing from other guests and staff. Maintain at least 6 feet of distance from others.
- The capacity of cabins has been adjusted to account for appropriate distance.

STAFF

Lutherlyn's staff are here to serve our campers and guests. The health and safety of the staff is a priority.

- Staff will self-monitor for Covid-19 symptoms. If a staff person has symptoms, they will stay at home.
- All staff will practice good hygiene and wash hands frequently.
- Food service staff will temp check at the start of each shift.
- Staff will maintain appropriate social distance from guests.
- When inside a building with guests, staff and guests will wear masks.
- The office is for staff only. Guests will be served through the plexiglass window of the camp store.
- Staff will not enter occupied cabins or meeting rooms. Maintenance concerns will be addressed 24-hours after guests leave. If there is an immediate maintenance need in a cabin, guests will be relocated to a new cabin. During summer camp, staff may enter a cabin to address maintenance concerns when the cabin is vacant.
- When possible, staff may work from home.

CLEANING

Lutherlyn holds a high standard for cleanliness. Each cabin/building is thoroughly cleaned before guests arrive.

Housekeeping services are not provided during a guest's stay. A cleaning bin is provided in the cabin, if guests choose to clean while they are present. Summer campers have daily responsibilities assigned by the counselor to keep their own cabin clean.

Cabins:

- For the health and safety of the cleaning staff, a cabin is left to "rest" for 24 hours after it is vacated prior to being cleaned.
- Cleaning staff are provided masks and gloves when cleaning.
- Cabins are vacuumed, disinfected, trash removed, and toilet paper/garbage bags stocked.

- All surfaces are cleaned thoroughly with an EPA approved disinfectant:
 - Bathrooms – toilet, shower, handrail, doorknobs, light switches, chair, toilet paper dispenser.
 - Cabin interior – sinks, counters, light switches, thermostat, doorknobs (inside and outside), mattresses, bed frames.
- A visual inspection is done on the interior and exterior for hazards.

Public Bathrooms:

- Residential guests will use the private bathrooms in their own cabins or in their meeting space.
- Public bathrooms will be cleaned and disinfected daily when guests are using them.

Meeting Space:

- Meeting rooms will be cleaned/disinfected prior to a group’s arrival. Staff unassociated with the group will not enter the meeting room while a group is using it.
- For the health and safety of the cleaning staff, the room is left to “rest” for 24 hours after it is vacated prior to being cleaned.

FOOD SERVICE

- The food service staff will follow proper food handling protocol, as per the PA Department of Health. This includes wearing gloves and a mask when handling/serving food and proper sanitizing of all dishes and surfaces in the kitchen and dining hall.
- There will not be a buffet or salad bar. Guests will not touch common serving utensils.
- Meals will be served by the food service staff.
- Condiments and beverages will be in individual servings, so guests only touch their own serving.
- All dishes must be returned to the dish room to go through the proper sanitizing process.
- Grab & Go Meals:
 - When “grab & go” meals are being served, guests must wear a mask when picking up food in the dining hall.
 - “Grab & Go” meals are to be taken to outdoor picnic tables, not consumed in the dining hall. Guests are expected to practice social distancing from other guests not in their family or cabin when picnicking.
- Meals in the Dining Room:
 - When dining in the dining room, guests must wear a mask when entering the dining hall until seated and when getting food or walking around the dining hall.
 - Guests must sit where the tables and chairs are already appropriately spaced. Do not move tables or chairs.
 - When dining in the dining room, guests must sit at their table and wait for their table to be dismissed to the serving line. Meals will be served by staff. Guests will be appropriately spaced when getting their food.

RECREATION/ACTIVITIES

Procedures for specific activities will be communicated to guests prior to participation, as each activity has different safety precautions. In all activities, a minimum of 6 feet of distance will be kept between the staff leading the activity and the campers/guests.

ENVIRONMENTAL EDUCATION FIELD TRIPS

Environmental Education field trips will follow the plan that is set forth by their school district. The Director of Environmental Education will confirm the details of a school’s Covid-19 plan prior to their field trip.

RISK

Attendance and participation at Lutherlyn is at your own risk. A signed waiver must be on file for each person/family unit. Lutherlyn is not liable for any contact or health risks. Compliance is expected and Lutherlyn staff retain the right to ask you to leave the property for failure to comply with safety procedures.

Lutherlyn SUMMER CAMP Plan Related to Covid-19

We hold safety as a high priority; the following plan is specific to Summer Camp 2021 and is subject to change. Adjustments will be made if changes are recommended by the American Camp Association, the Centers for Disease Control, or the PA Department of Health or other officials. A final document will be added to the camp registration portal in May or early June for parents/guardians to read and sign.

General:

- Camp will operate at half-capacity for the summer.
- Campers will be in cabin groups with a ratio of one counselor with up to six campers. A cabin group will live together for the week. A cabin group does not need to wear masks when they are outdoors or inside their own cabin together.
- A “pod” is two cabin groups (2 counselors with 12 campers) that can do outdoor activities together with social distancing throughout the week. Pods will be campers from the same program/age group and will be assigned prior to the start of camp. Pods will stay the same two cabin groups for the whole week. A pod does not need to wear masks when they are outdoors and can practice social distancing. A pod will wear masks when they are indoors together or when social distancing is not possible.
- Campers will not be allowed to leave their session and return to camp during the week (for sports, appointments, lessons, etc.).
- Masks will be required for all campers and staff when interacting with those outside of their pod. There will be few occasions where campers will be with larger groups outside of their pod.
- Social distancing will be maintained in community settings:
 - Assigned rows or seating at worship/campfire.
 - Assigned tables in the dining hall.
- Campers are required to bring at least 10 masks with them to camp (that allows for 2 masks each day).
- Lutherlyn will have disposable masks available when needed.
- There will be increased frequency of cleaning commonly touched surfaces.
- There will be daily cleaning/disinfection of shared program equipment.
- Hand washing and hand sanitizing stations will be provided when water/soap isn't available.
- For the summer of 2021, we will only hold residential camp. Lutherlyn day camp programs will not operate in 2021.
- The summer staff will have specific guidelines for how they may interact with each other and they will have limited contact with people outside of the Lutherlyn community during their employment. The summer staff will have extensive training in these policies/procedures prior to the arrival of campers.

Pre-Arrival:

- All campers are required to self-isolate for two weeks prior to attending camp. This requires minimal contact with the public, maintaining six feet of distance from anyone not living in your household, stringent mask-wearing and hand washing, and daily temperature checks. ***THIS DOES NOT MEAN THAT CAMPERS MUST STAY HOME FOR 2 WEEKS, IT MEANS THAT THE CAMPER AND THOSE IN THE CAMPER'S HOUSEHOLD ARE NOT ENGAGED IN HIGH-RISK SITUATIONS FOR COVID-19 TRANSMISSION.***
- Lutherlyn will require a temperature and symptom log (provided by Lutherlyn) filled out for every camper attending camp. The log must be completed for all campers for 14 days before arrival. The log will be turned in at check-in for admittance into the camp program. An e-mail will be sent to families with a reminder when it is time to start the daily log.
- If anyone in a household has been exposed to Covid-19 in the two weeks prior to arrival at camp or is displaying symptoms (fever over 100°F, dry cough, shortness of breath, chills, fatigues, loss of taste and/or smell), please do not come to camp. Lutherlyn will attempt to reschedule the camper or a refund will be issued.

Drop-Off/Pick-Up:

- On the first day of camp, we request that only one parent/guardian come to drop-off and no siblings that are not staying at camp. We recognize that this is not always possible.
- Upon arrival, Lutherlyn staff will complete a temperature screening for all people in your vehicle.

- The 14-day temperature/symptom log will be collected and screening questions will be asked.
- The detailed check-in procedure will be published in May.
- Arrival times will be pre-assigned to reduce the number of people checking-in at the same time.
- Only campers and the counselor will enter the cabin that they are living in for the week. Staff will help campers move into cabins. Parent/Guardian will say goodbye outside of the cabin.
- Closing worship will be for campers only and will be on Thursday afternoon.
- Pick-up is on Thursday from 6-7:30pm. Times will be pre-assigned in small groups.
- Staff will bring camper belongings outside of the cabin to parents (no parents in cabins).

Ongoing:

- Daily temperature and symptom screening for all campers and staff.
- Mealtimes will be staggered. Cabin groups will eat outside when possible.
- Hand washing/sanitizing will be a regular part of the daily routine.
- Anyone who develops symptoms will immediately enter on-site quarantine, and the camper's family will be contacted for pick-up. The camper's items will be packed up by staff, the cabin will be sanitized, and the camper's cabin group will sleep elsewhere that night. We will remain in contact with the symptomatic camper's family, and in the case of a positive test result, we will notify the other families of the symptomatic camper's cabin group.

Family Camp:

- Each family will get a cabin half. The maximum number of people in a cabin half is 6. Because summer staff cannot all live together during Family Camp and because summer staff will live in the same cabin for the summer, a summer staff member will be living in the other half of the cabin with the divider wall pulled.
- Visitors and day guests will not be permitted for Family Camp. Only full-week, registered family members.
- Families will need to maintain at least 6 feet of distance from other families.
- Masks are required indoors and indoor space will be limited to a reduced number of people at a time.
- Bible Study will be a family experience. The kids will not have Bible Study groups divided by age.
- The summer staff will facilitate camp activities at a distance of 6 feet with masks on.
- Each family will have an assigned table in the dining hall but families are encouraged to eat outside as much as possible. Families are not to share tables with other families for meals.
- A modified daily Family Camp schedule will be posted in May.

The parent/guardian of each camper must sign a Covid-19 waiver and this plan prior to attending camp. It will be available for an e-signature in May.

As we continue to work toward offering a safe and fun camp experience for all, this plan may be updated. We will adjust as we learn more about what will be necessary in June/July of 2021. Please direct any questions specific to the Covid-19 plan to our Executive Director, Deb Roberts at deb@lutherlyn.com or 724-865-2161.

Thank you for your understanding and cooperation during this time. Our top priority is the safety and health of our campers and staff. We will provide a FUN and FAITH-FILLED camp experience for our campers while diligently following this plan.